

IMLS: Digitization & Digital Preservation Programs

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Services

Library of Congress
June 28, 2004



IMLS established through the Museum and Library Services Act of 1996



**Reauthorized on
September 25, 2003**

IMLS administers the Library Services and Technology Act for library programs and the Museum Services Act for museum programs



IMLS Programs Supporting Digitization

- National Leadership Grants for libraries and museums
- State-based formula funding for libraries
- Native American Programs for tribal libraries and tribal museums
- Learning Opportunities Grants for museums



Promoting interoperability and standards

- Framework of Guidance for Building Good Digital Collections
 - <http://www.niso.org/framework/forumframework.html>



Promoting Innovation and Best Practices Annual Web-Wise Conference

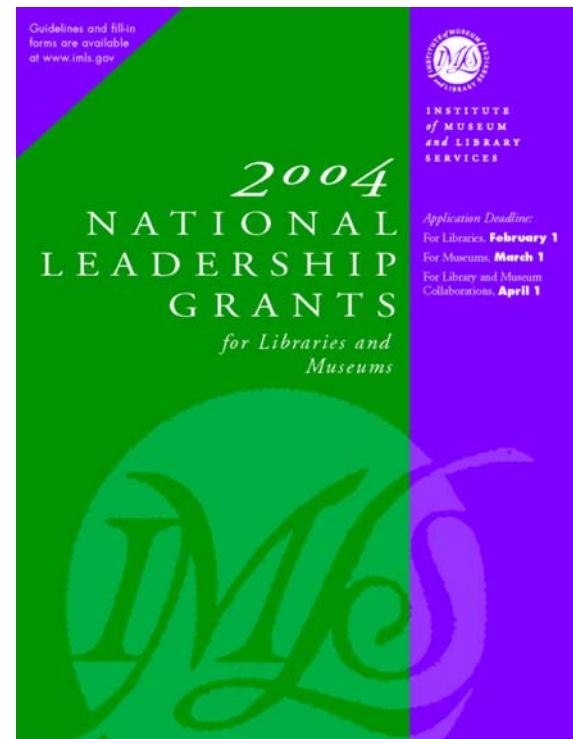
- 2004 Conference, Chicago, IL
http://www.firstmonday.org/issues/issue9_5/
includes webcast



Digitization Guidance

Guidance for Digital
Projects

Specifications for
Projects Involving
Digitization



Guidance for Digitization Projects

INFORMATION TO INCLUDE IN PROPOSAL

In the proposal narrative, describe the subject matter and its significance, including relationships to related collections. Explain how the material was or will be selected for digitization. Describe the additional value that digitization will bring to the materials, such as enabling innovative new uses or attracting new audiences. Describe how potential users will discover the collection. The application also includes a form, *Specifications for Projects Involving Digitization* (see p. 5.8), which must be completed and submitted with the application. Funded digitization projects are expected to report their projects to a national level registry of digital resources and/or national bibliographic utility, as appropriate. IMLS will provide information on other reporting requirements as appropriate.

INTEROPERABILITY

Digitization projects should follow existing standards and best practices where applicable and should be interoperable with other collections.

DIGITIZATION PLANS

Applicants for digitization projects are strongly encouraged to develop a digitization plan before writing the grant application, and to include a copy of the plan as an appendix to the application. Sample digitization plans are provided on the following web sites:

- <http://www.cdphheritage.org> – The Colorado Digitization Program.
- <http://www.nedcc.org/digital/dighome.htm> – The Northeast Document Conservation Center's *Handbook for Digital Projects: A Management Tool for Preservation and Access*.

RESOURCES FOR DIGITIZATION PROJECTS

IMLS has published *A Framework of Guidance for Building Good Digital Collections* as a resource for applicants planning digitization projects. Available at <http://www.ims.gov/pubs/forumframework.htm>, this document contains links to many web sites with useful information for planning and implementing digitization projects. The University of Illinois at Urbana Champaign is creating a registry and metadata repository of collections digitized with IMLS funding. See the site at <http://imlsdcc.granger.uiuc.edu>. The IMLS web site provides examples of funded digitization projects at http://www.ims.gov/closer/cls_po.asp. The list of resources below is to assist you in learning more about digitization projects and is neither exhaustive nor an endorsement of any particular resource:

- <http://memory.loc.gov/ammem/ftpfiles.html> – The Library of Congress' American Memory Project has useful technical information for digitization projects.
- <http://www.cdphheritage.org/resource/index.html> – The Colorado Digitization Program's web site has a site devoted to Digitization Resources that includes information about copyright, metadata, digitization standards and administrative concerns.
- <http://www.dlib.org/dlib/publications.htm> – The Digital Library Federation has publications on a range of topics, including digital image management and preservation.
- <http://www.rlg.org/preserv/diginews/> – The Research Libraries Group's *DigiNews*, a bimonthly web-based newsletter.
- <http://www.umuc.edu/distance/odell/cip> – Center for Intellectual Property and Copyright in the Digital Environment by the Office of Distance Education and Lifelong Learning at University of Maryland University College
- <http://www.copyright.iupui.edu> – Copyright Management Center (CMC) Indiana University-Purdue University Indianapolis
- <http://www.dlib.org> – D-Lib Magazine has many articles on preservation of digital materials.
- <http://www.w3.org/WAI/> – The World Wide Web Consortium's guidance and resources on web accessibility for people with disabilities.
- http://www.chin.gc.ca/English/Digital_Content/index.html – The Canadian Heritage Information Network has information on creating and managing digital content.

Specifications for Projects Involving Digitization

1. Describe types of materials to be digitized (i.e., artifacts, maps, manuscripts, photographs, audio recordings, video recordings, motion pictures) and number of each:

2. Identify copyright issues and other potential restrictions:

☐ Public Domain ____ % of total ☐ Permissions have been obtained ____ % of total
☐ Permissions to be requested ____ % of total – Plan to address: _____

☐ Privacy Concerns ____ % of total – Plan to address: _____

☐ Other - Explain: _____

3. List the equipment, with specifications, whether purchased, leased, or outsourced, that will be used (e.g., camera, scanner, server): _____

4. Specify each type of file format (e.g., TIFF, JPEG) to be produced and anticipated image quality of each (minimum resolution, depth, tone, pixels) :

☐ Master _____
☐ Access _____
☐ Thumbnail _____
☐ Formats for other media (e.g., audio, video, motion picture), include sampling rates, if applicable _____

5. Describe 1) the delivery medium that will be used and 2) the digital access management system or systems that will be used to make this material available to others. _____

6. Describe the quality control plan: _____

7. Estimate cost per image. Include costs such as scanning, quality control and indexing. Indicate the basis for calculation: _____

8. Explain how content will be discovered through metadata, including which standards you will use (e.g., MARC, EAD, Dublin Core): _____

9. Describe plans for preservation and maintenance of the digital files during and after the expiration of the grant period (i.e., storage systems, migration plans, and funding): _____

10. If you are producing collection-level records, describe plans for submitting collection-level descriptive records to a bibliographic utility, such as Research Libraries Information Network (RLIN) or Online Computer Library Center (OCLC): _____

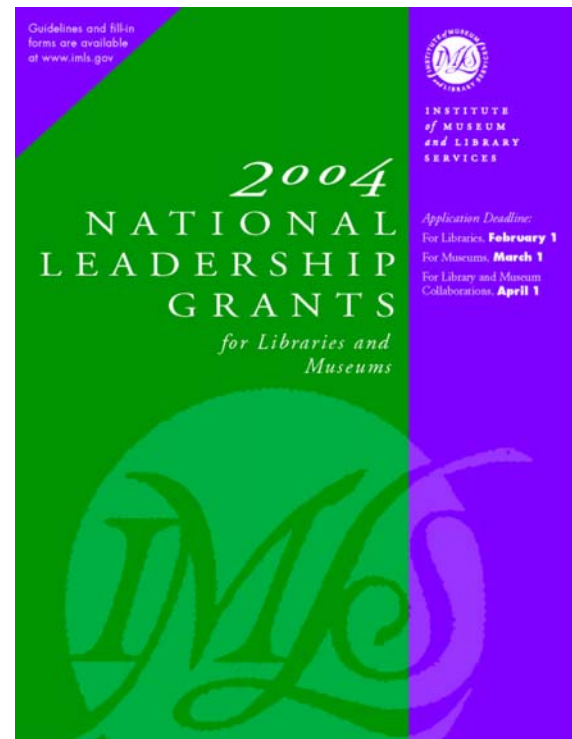
11. Describe plans for submitting information about the project to a national level registry of digital resources, such as the Association of Research Libraries' Digital Initiatives Database (<http://www.arl.org/did/>) or OCLC's Cooperative Online Resource Catalog (<http://www.oclc.org/corc/>): _____

12. Provide URL(s) for applicant's previously-digitized collections: _____

IMLS National Leadership Grants

Digitization

Research &
Demonstration
Projects



Current Research

- **University of Pittsburgh, Sara Fine Institute**
National Study of Users and Potential Users
of Online Information
- **University of Illinois Urbana-Champaign**
Metadata Harvesting Project
- **Illinois State Library**
Access and preservation of state electronic documents
- **Florida Center for Library Automation**
Model preservation repository
- **California Digital Library**
Model preservation repository



2003 Research Workshop

- Explore relationships between digital and physical experiences
- Investigate knowledge organization and integration of different media and types of collections
- Identify preservation needs and potential solutions for different types of institutions

<http://www.ims.gov/pubs/pdf/digitalopp.pdf>



2003 Research Workshop

- Significant properties of digital objects
- Ecology of standards
- Rights and intellectual properties
- Characteristics of institutions and their users
- Higher level models
- Standards infrastructure
- Preservation infrastructure
- Communications infrastructure



Implementation Projects

State-wide

- Colorado
- Michigan
- Connecticut
- Alabama
- New Jersey



New NLG Categories for 2005

- **Advancing Learning Communities**
- **Building Digital Resources**
- **Research and Demonstration**



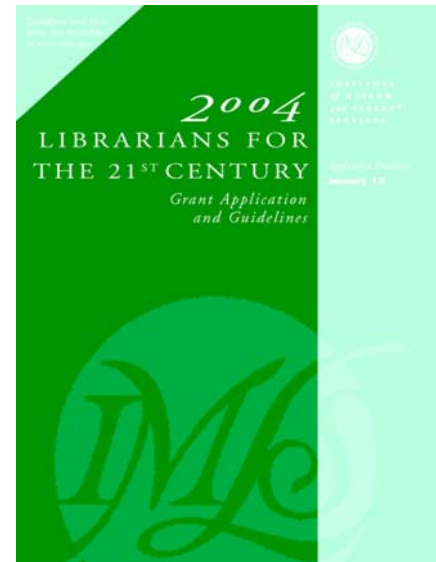
Education in Library and Information Science

- Librarians for the 21st Century

2004:

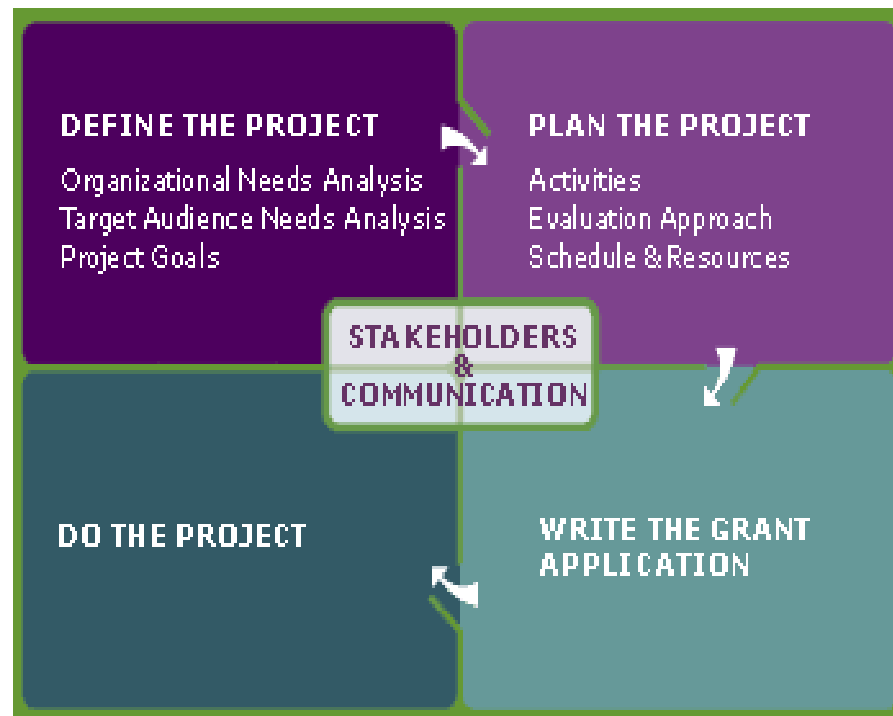
Curriculum development in digital library science

National study on the future of librarians in the workforce



Project Planning Tools

Project Planning Tutorial



Institute of Museum *and* Library Services

Web site www.ims.gov

Visit the **New** Digital Corner

Subscribe on-line to *Primary Source*, IMLS's electronic newsletter

